

Mecklenburg County Public Schools



Student Dual Enrollment Handbook

Dual Enrollment Program

The Dual Enrollment Program at Bluestone High School and Park View High School is a unique opportunity for students. Students are given the opportunity to take college classes and receive high school and college credit. Although dual enrollment students are high school students, they are expected to adhere to the college course syllabus, attendance policies, and any additional policies of the college instructor to remain in good academic standing and continue in the program.

Dual enrollment tuition is paid for by Mecklenburg County Public Schools for students who make a C or higher in a course earning SVCC college credit. If a student earns a grade of D or F in any dual enrollment course, which typically equals one nine weeks, parents/guardians will be expected to pay for the course(s).

Course offerings are subject to teacher certification and availability. If MCPS is unable to provide the course, the parent/guardian may assume the financial responsibility for the student to take any course through other means.

Becoming a Dual Enrollment Student

Students who are interested in taking dual enrollment classes must apply for admission to Southside Virginia Community College. After applying for admission, students must register to take the Virginia Placement Test/VPT.

Prior to taking dual enrollment classes, students are required to pass the Virginia Placement Test. Students are allowed to take the VPT once per school year. Students who want to retest again must meet with the guidance department as it may require a remedial course at SVCC prior to retesting. SVCC will retest at its own discretion.

Dual Enrollment Classes vs. Associate Degree Program

The students will be eligible for elective courses, Associate Degree program, Career Studies Certificate programs, or dual enrollment courses dependent upon the scores they earn on the placement tests. These scores are determined by SVCC.

Students who qualify to take dual enrollment classes and who wish to earn an Associate degree must be placed in the four year program. Placement tests are taken at the end of grade 8 as this program begins in grade 9.

Students who are not in the Associate degree program may be eligible, based on placement test scores, to take dual enrollment courses in 10-12 grades when available.

Additionally, students not in the Associate degree program may be eligible for elective/CTE dual enrollment courses based on availability and test scores in 10-12 grades.

Students must pass their current course prior to moving on to the next dual enrollment class. Students who earn a D in a course (equivalent to 1 nine week marking period for high school) will be placed on **probation** and will be required to reimburse the tuition **and** to attend a meeting with guidance, instructor, parent, and administrator to discuss corrective measures. During this conference, it should be explained that some dual enrollment classes are prerequisites to other classes. If student receives another grade of a "D" through the course of that subject area (grades 10-12), the student will no longer be permitted to continue in that subject area.

A grade of F in a pre-requisite course (ex. ENG 111, MTH 163, Foreign Languages, etc.), will prevent a student from finishing classes in that content area. If a student receives an "F", it will result in "immediate" removal from that class and tuition reimbursement will be required. Students who are removed from any core DE Course (Math, English, Science, History) will be placed in an equivalent non-DE course. Instructors must report grades to high school guidance simultaneously with SVCC. Should the student fail a course (final average), the student will not be permitted to continue in dual enrollment in that content area, unless he/she retakes the course, with principal permission, outside of normal school hours, and at the expense of the parent/guardian. Failure to earn credit will result in the student not earning an Associate degree.

Grades

Students are graded on a 10-point scale.

A 90-100

B 80-89

C 70-79

D 60-69

F Below 59

Late Work

Students will be provided information regarding late work from each dual enrollment instructor and should consult the course syllabus. Students who are absent are responsible for obtaining their missed assignments. Each student is responsible for keeping up with missing assignments. Please note that although students are enrolled in high school, SVCC dual enrollment course requirements take precedence over high school procedures when a student is enrolled in a college course.

SVCC Attendance Policy

According to the attendance policy of the Virginia Community College System, Section 5.88 of the State Policy Manual, absences in excess of 20% of the scheduled class meetings will result in dismissal from the course. In the high school setting, this amounts to 6 days, per 9 weeks. Students who miss more than 6 days may not receive dual enrollment credit and may receive a failing grade in the course. Again, dual enrollment students are classified as high school students but must adhere to college policies when enrolled in college courses. Dual enrollment teachers are required to meet with the student and provide written notice to parents/guardian when a student has missed 3 days of instruction.

Students who miss for school related activities will be excused; however, they must follow the instructor's policy for completing work.

SVCC Plagiarism/Cheating Policy

According to page 181 of the SVCC Student Handbook, cheating is defined as:

- A. The intentional giving or receiving of help on any written assignments or examinations without the permission of the instructor.
- B. Looking at another's test paper or other material (notes, paper, text) with the intent to gain or give unfair academic advantage without the permission of the instructor.
- C. Talking or signaling to another while taking a quiz or exam with the intent to gain or give unfair academic advantage.

D. Collaborating with another in preparing written assignments without the permission of the instructor.

*If you use a paper more than once, it is considered cheating.

According to page 181 of the SVCC Student Handbook, plagiarism is defined as:

- A. Copying another's paper and handing it in as one's own.
- B. Intentionally footnoting an incorrect source.
- C. Using passages or ideas of another as one's own work without giving proper credit.
- D. Cutting and pasting information from a website onto your paper.

Safe Assign

All final drafts of papers will be submitted through *Safe Assign*. *Safe Assign* is an educational tool, available through Southside Virginia Community College, which detects plagiarized content in student papers. After a paper has been submitted, a report is processed, which shows the percentage of the paper that matches existing sources. If a paper shows plagiarism of 40% or higher, the Dual Enrollment Cheating/Plagiarism Policy will be enforced.

Dual Enrollment Cheating/Plagiarism Policy

Students who cheat or plagiarize will be punished, as follows:

1st offense: Office referral, teacher/parent conference, 1 day of OSS, zero on the assignment

2nd offense: Removal from the Dual Enrollment course (this applies even if it is a different course than the 1st offense)

3rd offense: Removal from the Dual Enrollment Program

Other Discipline Issues

Every student in the Dual Enrollment Program is expected to be responsible, trustworthy, and of good character. Students in the Dual Enrollment Program are expected to meet the highest academic standards by being a model of success.

Students who continue to violate school policies including the use of profanity, continually disrupting class, and engaging in inappropriate behavior will be punished as follows:

1st offense: Instructor should make phone call to parent/guardian, (Depending on the violation; follow Student Handbook)

2nd offense: Office referral/Conference with the Principal, Parent/Guardian, and Teacher, ISS/OSS (Depending on the violation)

3rd offense: Removal from the Dual Enrollment course

4th offense: Removal from the Dual Enrollment Program

It should be noted that a student who is suspended out of school should not be allowed to continue classes at any SVCC off-campus sites while serving the suspension term. MCPS reserves the right to remove a student from a program for repeated disciplinary infractions.

*Please refer to the High School Student Handbook for additional discipline policies.

Mecklenburg County Public Schools Student Dual Enrollment Handbook

Signature Sheet

I have reviewed with my child the policies put forth in the Mecklenburg County Public Schools Student Dual Enrollment Handbook, and understand the policies within the handbook.

Student Name: _____

Signature: _____

Date: _____

Parent Name: _____

Signature: _____

Date: _____

Mecklenburg County Public Schools

Bluestone High School

Park View High School

All students in the Dual Enrollment Program in Mecklenburg County Public Schools will attach the agreement below, along with a signature to all rough and final drafts of papers.

CERTIFICATE OF HONOR

I certify that the attached assignment is my original work. I am familiar with and acknowledge the Honor Code put forth by Mecklenburg County Public Schools and Southside Virginia Community College. I have identified the sources of all information by using quotations or by paraphrasing. I have also listed my references. Along with citations and reference listings, I have used quotation marks to identify quotations. Nothing in this assignment violates copyright laws. My name below certifies that I agree to abide by the Honor Code stated.

Student name: _____

Student signature: _____

Teacher: _____

Date: _____

SAMPLE ABSENCE FORM LETTER

The following letter should be used by dual enrollment instructors once a student misses three classes. Please replace all bolded items with pertinent information related to the student.

Date

To the Parent(s) or Guardian of **Student Name**,

I am writing to you with the concern of **student's name** not being eligible for Dual Enrollment credit for her **course name** class, due to an excessive amount of absences. According to the attendance policy of the Virginia Community College System, Section 5.88 of the State Policy Manual, absences in excess of 20% of the scheduled class meetings, may result in a dismissal from the course. In the high school setting, this amounts to **twelve** days per semester. This information can also be found on your child's syllabus, as well as in the Student Dual Enrollment Handbook.

At this point, **student's name** has missed **#of days**. If **student's name** has excessive absences, **he/she** may be denied college credit.

If you have any questions or concerns, please feel free to contact me at **instructor phone number** or by email at **instructor e-mail address**.

Sincerely,

Instructor Name

cc: **Principal Name**, Principal
Joan Hite, Director of Secondary Education